

**Water/Wastewater Commissioners’
Meeting Minutes
November 26, 2013**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Director
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:18 p.m.

Decisions

Vice-Chairman White made the motion to approve the minutes of the November 12, 2013 meeting. Chairman Courage seconded the motion. Commissioner Putnam abstained from this vote, not having been present during the November 12th meeting.

Vice-Chairman White made the motion to approve the November 18, 2013 water rate public hearing minutes. Commissioner Putnam seconded the motion. All voted in favor.

The memo to Mr. Jack Sheehy, Director of Financial Operations, regarding the Water Capital Reserve Transfer of Funds payable to the Town of Milford Water Fund was signed by each of the commissioners upon review of the 2012 Curtis Well Upgrade Project cost breakdown provided by Director Boucher. Vice-Chairman White inquired of Wright-Pierce’s original project cost estimates. Mr. Boucher replied there were two contracts, one in the amount of \$28,000.00 and one for \$10,000.00, which had been signed a month apart. Mr. Boucher will forward this memo to Mr. Sheehy to send to the Trustees.

2012 Town of Wilton Cost of Adjusted Operations - Director Boucher explained as a result of the Wilton-to-Milford flow and financial calculations, and following closure by the auditors annually, \$11,033.00 is the amount that Wilton owes Milford this year for the annual Cost of Adjusted Operations, primarily due to the Septage Receiving Facility expenses. He said as much of that project pipe work had been performed by in-house staff as possible to keep costs down. Upon a formal approval by the Milford Board of Commissioners, the Finance Department will bill this amount to Wilton. Vice-Chairman White inquired whether Wilton’s current commissioners should be expected to understand the calculations which determine this end-of-year billing. Mr. Boucher said that the Finance Department can explain the accounting details to the Wilton Commissioners as well as explain the audit process. The Wilton Commissioners will be invited to the next Milford Commissioners’ meeting and this annual formula does not include Milford’s industrial pretreatment program, the collection program, the sewer bill preparation, depreciation expenses or interest and expenses on debt service. Chairman Courage pointed out the formulas support the inter-

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municipal agreement's original intent that Wilton's share shall be 14.89% of the operational and capital project costs and based on flow. Mr. Boucher added that Milford had owed Wilton credits for the two previous years. Commissioner Putnam explained that the flow calculations contained on page two reflect the fact that Wilton had experienced high water flow issues. Mr. Boucher said Wilton had repaired water issues on Maple Street late in the year. Upon discussion, Commissioner Putnam made the motion to approve Milford's sending to the Town of Wilton the billing for Wilton's share of the Annual Cost of Adjusted Wastewater Operations. Vice-Chairman White seconded the motion. All voted in favor.

Discussion/Information Items:

Curtis Well Electrical and Instrumentation Improvements Project Update – Mr. Boucher said this project and related billing are complete. The operations and maintenance manuals will be delivered. Discussion for this agenda topic is closed.

Wastewater Switchgear Project Update – Director Boucher said the operations and maintenance manuals have been received. One final invoice will be received. For the next meeting, Mr. Boucher will prepare the Sewer Capital Reserve Transfer of Funds payable to the Town of Milford Sewer Fund to be signed by each commissioner.

Septage Receiving Facility Project Update – Mr. Boucher said he is waiting for delivery of the operations and maintenance manuals. The commissioners signed two American Recovery & Reinvestment Act – Revolving Fund Program documents presented by Director Boucher. The loan amount had been \$1,199,689.97 for the Septage Receiving Facility and had been a Town Warrant Article approved at Town Meeting. Board of Selectmen approval is necessary to bring closure to this project. Mr. Boucher will forward this to Tina Philbrick, Executive Assistant, for the next Board of Selectmen meeting. After Selectmen have given their approval, Mr. Boucher will forward the documents to the NH DES.

2014 Preliminary Budget Review – Mr. Boucher distributed the preliminary budget numbers and indicated in the next distribution he intends for it to be in the typical Crystal Report format, which would be more user-friendly. Tonight's format does not detail budget items that have been added (sludge disposal vs. composting) and subtracted (vehicle purchase). Commissioner Putnam asked when the 2014 Water Utilities budget will be ready for the commissioners' review. Mr. Boucher said after the two Trustee Fund/budget line item transfers have been completed. He expects both the 2014 water and sewer budgets to closely resemble the 2013 budgets, not including warrant articles for the dewatering unit and the Dram Cup water tank. Vice-Chairman White inquired whether these warrant articles will affect the W.U.D. 2014 budget. Mr. Boucher confirmed they will not. Not having received final Union, Smith and Beech Street paving estimates from the Public Works Director, Rick Riendeau, Mr. Boucher shared 2014 budget raw estimates. Mr. Boucher will request the Water Utilities 2014 budget be printed in the preferred crystal report format with the assistance and database privileges of the Finance Department personnel. Mr. Boucher is looking forward to receiving the updated Appropriations Report the first week of December to determine whether additional transfers from water capital reserve accounts are needed.

Activities Report – The Commissioners reviewed the Water Utilities Department Supervisors’ Activities Report. Revisiting earlier paving cost discussions, Vice-Chairman White said he was pleased with the results of the Merrimack Road pavement repair, and suggested seeking 2014 cost savings by having in-house personnel patch and pave streets following water main break repairs, since Water Department personnel have the experience to do so. Mr. Boucher agreed to look into borrowing needed equipment, such as a paving roller, as may be available for loan on a case-by-case basis by the Public Works Department.

Miscellaneous Project Updates – Director Boucher announced The Milford Town Hall and Transfer Station will close at 12:00 on Tuesday, December 24th and re-open on the 26th. The Water Utilities Department will be open during normal business hours, 7:00 a.m. until 3:30 p.m. on the 24th and will re-open 7:00 a.m. on the 26th. Warrant articles are to be submitted to Tina Philbrick, Executive Assistant, as early in January as possible so that the Town Report may be finalized, proofed, forwarded to the publisher, and made available to residents well in advance of the February 1st Deliberative Session. He said Nicole Banks had tendered her resignation as Director of the Milford Recreation Department effective November 6th. The commissioners and Director Boucher wished her the best in her new position in Massachusetts.

Non--Public Session

Commissioner Putnam made the motion to go into non-public session at 7:08 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Vice-Chairman White seconded the motion. All voted in favor. At 7:20 pm, Commissioner Putnam made the motion to exit the non-public session and return to the public session. Vice-Chairman White seconded the motion. All voted in favor. Chairman Courage announced during the non-public session that the decision was made to seal the non-public meeting minutes.

Commissioner Putnam motioned to adjourn the meeting at 7:21 p.m. Vice-Chairman White seconded. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date